

NCVIP VIDEOCONFERENCE SCHEDULING

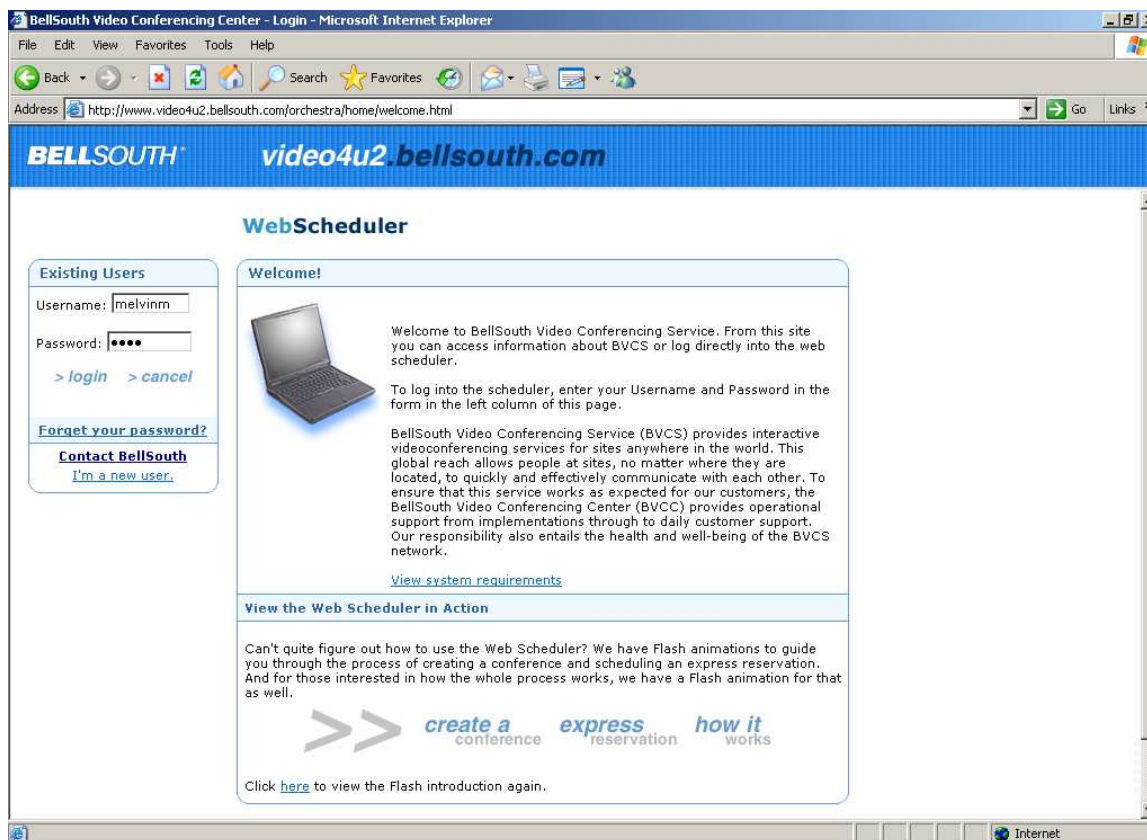
Module 1.1

Scheduling a NC Video over IP (NCVIP) Conference

Objectives: Understand the basic procedure required to successfully schedule a point-to-point or multi-point conference through the VNS (Video Network Services) Web Scheduler.

Step 1. Connect to the VNS Web Scheduler.

Step 2. Once you connect to the server you will see the following login screen. Enter your VNS supplied username and password. Click the Login button.



If you have successfully entered your username and password, you will see the following screen.



Step 3. To schedule a videoconference click “Create Conf”. The following scheduling template appears. The template has two pages.

Step 1 - Verify requester information [Show Me](#) [Help](#)

Requester: MELVIN,MARGARET
 Leader Name:
 Send Notifications: ☒

Step 2 - Enter reservation name

Reservation Name:

Step 3 - Select resources that you want to reserve

Filter:

Name	City	State
A L Brown High School 1 room 122(NC-Charlotte)	Kannapolis	NC
A L Brown High School 2 room 118(NC-Charlotte)	Kannapolis	NC
A-B Tech Community College-SYC105 (NCVIP) (???)	Asheville	NC
Alamance Community College (NCVIP) (???)	Graham	NC
Albemarle Reg Health Svcs Roanoke Ave(NC-Greenville)	Elizabeth City	NC
Alleghany High School 2(NC-Greensboro)	Sparta	NC
Alleghany High School(NC-Greensboro)	Sparta	NC
Andrews High School(NC-Greensboro)	High Point	NC
Area 1 AHEC(NC-Greenville)	Rocky Mount	NC
Ashe County High School(NC-Greenville)	W.Jefferson	NC

Step 4. Enter the Reservation name in Step 2 of the template.

Step 5. Select resources/codecs in Step 3 by clicking on each site's name. The sites are listed alphabetically. Sites with NCVIP as part of their name are VNS IP Video sites. To filter, type a string of letters such as ITS in the filter field and click the lightning bolt. Only sites with ITS in their name will appear in the list. To restore the full listing of sites click on the red X.

BELLSOUTH My Conf Create Conf Exp Res Reports Utilities Home Help ORCHESTRA MELVINM

Step 1 - Verify requester information Show Me | Help

Requester: MELVIN,MARGARET
 Leader Name:
 Send Notifications: ☒

Step 2 - Enter reservation name

Reservation Name:

Step 3 - Select resources that you want to reserve

Filter:

Name	City	State
A L Brown High School 1 room 122 (NC-Charlotte)	Kannapolis	NC
A L Brown High School 2 room 118 (NC-Charlotte)	Kannapolis	NC
A-B Tech Community College-SYC105 (NCVIP) (???)	Asheville	NC
Alamance Community College (NCVIP) (???)	Graham	NC
Albemarle Reg Health Svcs Roanoke Ave (NC-Greenville)	Elizabeth City	NC

Step 6. Select Start time and End time in Step 4 by using the drop down lists. To stagger a site into or out of a conference, highlight the name of the site and set either the adjusted start time or end time.

Step 4 - Select time that you want to use selected resources

Resource:

Start Time: 10:10 AM
 End Time: 11:00 AM
 Timezone: US Eastern (GMT -5) (DST)

Name	Type	Start Time	End Time	Duration
ITS Conference Room 39B (NCVIP) (???)	Codec	10:00 AM	11:00 AM	1 hrs 0 min
ITS Help Desk (NCVIP) (???)	Codec	10:00 AM	11:00 AM	1 hrs 0 min
ITS Conference (CSU)(NC-Raleigh)	Codec	10:10 AM	11:00 AM	0 hrs 50 min

FAQ Site Info System Clock Remove Selected Resource

Step 7. Choose a single date or a group of dates for a recurring conference in Step 5. To select all Thursdays and Fridays, click on the Day of the week in each month. Advance to the next month by clicking on arrows or using drop down selection.

Eliminate non-meeting days by clicking on the date to turn it white again or highlighting date in list and clicking on red X.

BELLSOUTH My Conf Create Conf Exp Res Reports Utilities Home Help ORCHESTRA MELVINM

FAQ Site Info System Clock Remove Selected Resource

Step 5 - Select dates to determine when these resources are in use

Calendar Range

Selected Conflict Selected Conflict Unavailable

07/19/2006 Wed
07/21/2006 Fri
07/26/2006 Wed
07/28/2006 Fri
08/02/2006 Wed
08/04/2006 Fri
08/09/2006 Wed
08/11/2006 Fri
08/16/2006 Wed
08/18/2006 Fri
08/23/2006 Wed
08/25/2006 Fri
08/30/2006 Wed

Remove selected dates

Next

Step 8. An alternative way to schedule recurring conferences is to use the Range Tab at the bottom of the calendar.

BELLSOUTH My Conf Create Conf Exp Res Reports Utilities Home Help ORCHESTRA MELVINM

FAQ Site Info System Clock Remove Selected Resource

Step 5 - Select dates to determine when these resources are in use

Start: Aug 01 2006 End: Aug 31 2006

Desired Days
☐ Sunday
☒ Monday
☐ Tuesday
☒ Wednesday
☐ Thursday
☒ Friday
☐ Saturday

Add Remove

Calendar Range

Selected Conflict Selected Conflict Unavailable

08/02/2006 Wed
08/04/2006 Fri
08/07/2006 Mon
08/09/2006 Wed
08/11/2006 Fri
08/14/2006 Mon
08/16/2006 Wed
08/18/2006 Fri
08/21/2006 Mon
08/23/2006 Wed
08/25/2006 Fri
08/28/2006 Mon
08/30/2006 Wed

Remove selected dates

Step 9. Click on Next at the bottom of the page to go to the second page of the scheduling template.

Video participants in reservation

Setup Time: 8 Minutes = 3 Minutes (BellSouth Req'd Setup) + 5 Minutes (Additional Setup Time)

Mode: Voice Activated

Lecture Cycle: Auto seconds

Video Alg.: H.261

Entry Tone: ☐

Exit Tone: ☐

CP Layout:

Bridge: (Auto Select)

Use same speed for all participants: ☐

- Step 10.** Select Setup time by using the drop down menu. All conferences have a minimum setup time of one minute per participating site and an automatic two-minute tear down time at the end of the conference. Setup and tear down time are considered part of the conference duration and can cause a denial. Sometimes denials can be resolved by adjusting the setup time.
- Step 11.** Choose mode from drop down menu. Most conferences with NCVIP sites should be scheduled as voice activated but you can use Broadcast Lecturer.
- Step 12.** Lecture cycle usually remains at auto but can be adjusted for Broadcast Lecturer mode conferences. Lecture cycle does not affect Voice Activated conferences.
- Step 13.** To facilitate connection of multiple sites with different video algorithm capabilities, use Auto under Video Alg.
- Step 14.** To select a continuous presence or CP (split screen) Layout click on the icon
- Step 15.** Default setting of (Auto Select) is normally correct for Bridge selection.
- Step 16.** All sites currently operate at 320 kb. Do not need to check "Use same speed for all participants".
- Step 17.** Under name, if available, choose whether a site will connect by Customer Dial or BellSouth Dial (Auto connect) to connect to a conference. Some NCVIP sites only connect by Customer Dial.

Name	Host	Dial Mode	Rate	SM	CP	T120
ITS Conference Room 39B (NCVIP)(???)		BellSouth Dial	*384 kb	Y	<input type="checkbox"/>	
ITS Help Desk (NCVIP)(???)	<input type="radio"/>	Customer Dial	*384 kb	Y	<input type="checkbox"/>	
ITS Conference (CSU)(NC-Raleigh)	<input type="radio"/>	Direct	*384 kb	Y	<input type="checkbox"/>	<input type="checkbox"/>

- Step 18.** The first Note section is sent with the email notification. The second Note section goes to the BellSouth technicians. You do not need to fill out both.
- Step 19.** Click on Schedule button to begin the resolution process. Back returns you to the first page of the template. Cancel ends the scheduling process. **DO NOT SAVE TEMPLATE BEFORE CLICKING ON SCHEDULE.**

Notes (notes will be sent to participants along with confirmation message)

Notes to BellSouth

[Save Template](#) [Back](#) [Schedule](#) [Cancel](#)